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15 June 1965

MEMORANDUM FOR: Director of Training

THROUGH : Registrar/OTR

SUBJECT : Request for Cancellation of Records Officers Course No. 32

REFERENCE : OTR Regulation No. 25-11, Cancellation or Change in Dates of Courses, dated 12 January 1960

1. The purpose of this memorandum is to request your permission to cancel Records Officers Course (ROC) No. 32, which is scheduled to be presented from 21-25 June 1965.

2. The reason for this request is that an insufficient number of student applicants are qualified to receive the training. The Clearance Services Records Committee has previously decided that the ROC would not be presented unless a minimum of twelve Records Officers are enrolled in such course. As of this date there are only four Records Officers enrolled.

3. The HRP/TSO, in consultation with [REDACTED] HRP Systems Group, has already concurred in recommending the cancellation of the course.

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(Sig [REDACTED])

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Chief, Headquarters Training

Approved:

Director of Training

cc: C/OS/TE  
C/ASD/P/TE  
HRP/TSO

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[REDACTED] HRP Systems Group

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification